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U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

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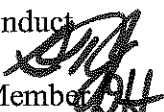

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MEMORANDUM FOR ALL MEMBERS, OFFICERS & COMMITTEES

FROM: Committee on Standards of Official Conduct
Stephanie Tubbs Jones, Chairwoman 
Doc Hastings, Ranking Republican Member 

SUBJECT: Certifying Compliance with Ethics Training Requirement

This memorandum details the procedure for Members, officers, committees, and other legislative offices to certify to the Committee on Standards of Official Conduct ("Standards Committee") that their staff has complied with the annual ethics training requirement imposed by House rules.

Substance of the Training Requirement

As detailed in the implementing regulations issued by the Standards Committee, each House employee who worked for the House for at least 60 days during calendar year 2007 is required to complete one hour of training on the ethics rules. In addition, any employee who filed a Financial Disclosure Statement ("FD") in 2007 is required to complete a second hour of specialized ethics training for senior staff.¹ New employees are required to complete their training within 60 days of commencing employment with the House.

Staff located in Washington, DC are required to fulfill these requirements by attending a live briefing led by Standards Committee counsel. Staff employed in a district office may fulfill these requirements by viewing taped briefings that are available on-line through HouseNet.

Each employee who attended a live briefing should have signed in at the start of the presentation and received a certificate of attendance at its conclusion. Staff who watched an on-line presentation should fill out the appropriate certificate of completion for the video presentation viewed (general or senior staff) and have it signed by their

¹ Any employee who was paid at an annual rate of \$109,808 or more for at least 60 days in 2006 was required to file an FD in May 2007. Some staff paid below that rate may also have been required to file an FD because they were designated as the "Principal Assistant" for their employing Member. Regardless of salary level, any employee who filed an FD in 2007 is required to attend both hours of training for this calendar year.

District Director or other supervisor. The certificates of completion for the taped presentations are available on the Standards Committee website (www.house.gov/ethics).

The Standards Committee asked each personal and committee office to designate an Ethics Certification Officer to compile attendance certificates for the staff of that office. These certification officers should be responsible for ensuring compliance with the process detailed below.

Certifying Compliance with the Training Requirement

Each Member, officer, committee, and other legislative office must certify, by **January 31, 2008**, that all members of the staff of that office have complied with the training requirement.

To certify compliance, each employing authority should forward to the Standards Committee all attendance certificates – for both the general and senior staff training – for employees of that office, together with a letter from the employing Member certifying that all members of the staff have completed the required training. Attendance certificates for committee staff should be accompanied by a letter from the Chairman or Ranking Republican Member of the committee, as appropriate. For offices that are not supervised by a Member, such as the Parliamentarian, the letter should be signed by the most senior employee in the office.

If a Member, officer, committee, or other employing office has current employees who did not satisfy the training requirement, the cover letter should identify those individuals by name and provide an explanation as to why each such employee did not complete the required training.

House employees who moved from one House office to another during 2007 should be included with the staff of their current office, regardless of which office employed them at the time they completed the training. Attendance certificates for shared staff may be submitted by any office for which the individual is currently employed. Employees in these situations may wish to note that fact on their attendance form.

In a few instances, offices have already submitted attendance certificates for all or part of their office staff, without providing the cover letter described above. Those offices are still required to send a letter by the January 31, 2008 deadline certifying that all members of the staff have complied with the ethics training requirement. That letter should include any additional attendance certificates that were not submitted previously.

Anyone with questions about certifying completion of the training is encouraged to contact the Standards Committee at (202) 225-7103.